

Archive
SECRET

14-71

RECORDS MANAGEMENT PROGRAM *RAK***RECORDS CONTROL SCHEDULE
FOR THE
OFFICE OF
DEPUTY DIRECTOR SUPPORT***Superseded by
RCS - 14-750
93K
18 September 1975***SECRET**

SECRET

RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule 14-71 for the Office of the Deputy Director Support is approved and implementation of the disposition instructions is authorized.

Prepared by:

Approved:

X1

Records Mgt. Analyst
Records Admin. Branch

CIA Records Administration Officer

18 August 1971
Date

SECRET

RECORDS CONTROL SCHEDULE 5

SECRET

SCHEDULE NO.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6

CONCURRENCE

OFFICE, DIVISION, BRANCH

Deputy Director for Support

TITLE

EO-DD/S

DATE

5/26/71

25

ITEM
NO.FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

DEPUTY DIRECTOR'S SUBJECT FILE

Consists of correspondence, memoranda, studies and related material which document the policies, planning and coordination of the support activities of the Agency. The file also contains extra copies of correspondence and documents that were referred for signature or concurrence of the DDS. Official file copies for these are returned to the originating components or to the offices having primary responsibility for action. Operating offices maintain more complete files which include the background material, coordination and subsequent actions that are not reflected by the copies maintained in the central file for the DDS. The operating components have been designated as offices of record by records control schedules which were approved for each area office where the files are scheduled for permanent retention. Extra copies are maintained in the central file for reference purposes of the DDS staff. Filed by project or subject according to the Agency File Manual.

7.0

a. Substantive Documentary Material which reflects the direction and responsibility of the DDS. These files will be retained as the official record copies for the DDS staff.

(2)

Permanent. Disposal not authorized. Cut off file at the end of each calendar year; retain in current files area for two years then transfer to the Records Center.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p style="text-align: center;">SECRET</p> <p style="text-align: center;">Approved For Release 2005/04/21 : CIA-RDP78-00487A000100130003-6</p>		
	<p>b. Extra copies of that material which duplicates the official file copies returned to the operating components</p>	(5)	Temporary. Cut off file at the end of each calendar year; retain for two years and destroy.
2	<p>TOP SECRET FILE</p> <p>Consists of correspondence, reports and other papers maintained in a separate file because of Top Secret security classification. Filed by document number.</p>	1.2	Dispose of in accordance with disposition instructions for the papers to which the documents relate.
3	<p>CHRONO FILE</p> <p>Consists of extra copies of all communications originated by members of the DDS Staff. Maintained for reference purposes. Filed chronologically.</p> <p>a. Chrono files dated through 1967.</p> <p>b. Chrono files dated subsequent to 1967.</p>	2.0	<p>Permanent. Disposal not authorized. Transfer to the Records Center after 2 years.</p> <p>Permanent. Disposal not authorized. (All transferred to the Records Center)</p> <p>Temporary. Destroy after two (2) years. (Cut off at end of each year. Destroy two years thereafter)</p>
4	<p>PROJECT FILES</p> <p>Consists of correspondence, memoranda, reports, approvals, and various data relating to programs and projects which require review, concurrence, or approval by the DDS. Filed alphabetically by name or chronologically.</p>		Permanent. Disposal not authorized. Transfer to the Records Center when no longer needed for current operations.
5	<p>AGENCY ISSUANCES FILE</p> <p>a. Consists of copies of Regulations, Notices, and other published issuances of the Agency. File is maintained for reference purposes for the Deputy Director and his assistants.</p>	1.2	Temporary. Destroy when superseded or obsolete.
	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6</p> <p>SECRET</p>		
	<p>b. Copies of Statutes, Public Laws and Executive Orders relating to Agency activities which are of specific interest to this Staff. Maintained for reference purposes.</p>	.1	Temporary. Destroy when obsolete or no longer needed for reference purposes.
6	DAILY READING FILE		
	Deleted		
7	ADMINISTRATIVE SUBJECT FILES		
	<p>Consists of correspondence, forms and other papers which accumulate in the general administration and in conducting the daily operations of the Deputy Director's immediate office. Included are machine listings of T/O's, copies of personnel actions, leave records, and other administrative matters. Filed by subject category.</p>	.6	Temporary. Destroy when obsolete or no longer needed.
8	CABLE FILES		
	<p>Extra information copies of cables which are referred for attention to the DDS and the A/DDS Filed numerically. (Current)</p>	1.3	Temporary. Destroy after 3 months. Maintain 3 months level then destroy.
9	COMMUNICATION CONTROL FILES		
	<p>These are various posting media which serve as logs for recording receipt, routing and final disposition for all communications received by the Office.</p> <p>a. Top Secret Log Books. Retained signed copies, one copy forwarded to T.S. Control officer. Filed chronologically.</p>	.1	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6</p> <p>SECRET</p>		

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	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6</p>		
9	<p>b. Top Secret Posting Record. Form 238 which supersedes a above. Document receipts are attached to the record when document leaves the area. A record is made on a TS log form and forwarded to OCR (TS Control) on a monthly basis. Cards are filed by TS number and cross referenced by source. (1955-58)</p> <p>c. Files and Routing Slips.</p> <p>1. Record of receipt and dispatch of all other classified material. Used as a log and control system for expediting or locating documents. File also used as an <u>index</u> in locating official record copies of material identified in Subject File (Item 1). Filed by source. (1956 to date)</p> <p>2. Files and routing slips filed numerically and a cross reference to 1 above.</p> <p>d. Form 311 used to log classified and unclassified publications which usually require no follow-up. Filed chronologically. (Current)</p> <p>e. Cable Log. A record of all cables received or dispatched by the office. Only cable numbers are recorded and maintained chronologically by date.</p> <p>f. Courier Mail Receipts. Copies of receipts for classified mail. Signed by couriers at time of pick up for delivery to addressees. Filed chronologically.</p>	<p>.1</p> <p>.1</p> <p>.2</p> <p>.1</p> <p>.1</p> <p>.1</p>	<p>Temporary. Destroy 10 years after documents have been down graded, transferred from custody or destroyed.</p> <p>Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain in current files area for two years and transfer to Records Center for use as a locator and index. Files microfilmed and retained in office. Destroy hard copy upon verification of film. see memo 1 Oct 73 re microfilm. <i>ref. 173</i></p> <p>Temporary. Cut off at the end of each calendar year and destroy one year later.</p> <p>Temporary. Cut off at the end of each calendar year; destroy one year later.</p> <p>Temporary. Destroy after 1 year.</p> <p>Temporary. Destroy after 1 year. Maintain 12 months level; destroy oldest month upon filing of latest month's receipts.</p>
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6</p>		

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<div>SECRET</div> <div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6</div>			
9	g. Document Receipts. Signed copies of receipts for classified material. h. Logs for S.I. Material.	.1 .1	Temporary. Retain for 2 years then destroy. Temporary. Retain for 2 years then destroy.
10	HISTORIES OF DDS COMPONENTS Copies of histories prepared by each component within the DDS Directorate. (Record copies maintained by Historical Staff.)	.5	Temporary. Disposal not authorized. Retain for ready reference.
11	REPORTS Copies of Weekly Reports received from each DDS component. Maintained for reference purposes. (1968 to date)	.5	Temporary. Retain for one year then destroy.
12	BRIEFING CHARTS Oversize charts and maps used for briefings and meetings.		Temporary. Destroy when no longer needed for current reference.
13	PERSONNEL FILES (Soft Files) These are individual personnel folders maintained for the O/DDS Staff personnel for administrative purposes.	.4	Temporary. Transfer to gaining office if employee is reassigned; screen and transfer to O/Personnel if employee leaves the Agency.
<div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6</div>			

RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6

OFFICE, DIVISION, BRANCH

Special Assistant to the Deputy Director for Support

SCHEDULE NO.

CONCURRENCE

SIGNATURE

TITLE

DATE

SA-00/3

12 May '71

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

14

SPECIAL PROJECTS

These files reflect the involvement and responsibility of the DDS or his designee in the overall management of special projects and support activities relating to the projects. The file contain cables, activity reports, technical reports, personnel data, planning and implementation of special operations, briefings, correspondence, copies of contracts, security clearances, and other documents that are accumulated and essential in carrying out the responsibilities of the particular program.

Specifically, projects are [redacted]
Emergency Planning and others that are assigned within the O/DDS.

(1952 to date)

a. Documentary, Substantive and historical documents that reflect the initiation of the projects, the overall management, the responsibilities, and support activities in relation to the projects

b. Reference Material essential for the current operation of the specific project, such as, cable traffic, personnel files, chronos, informational copies of correspondence, accountings, security, and other support elements.

Permanent, Disposal not authorized. At the close of each year or at the end of the project, review files, remove transitory material from the files then transfer to the Records Center. (In some instances, files should be transferred to the Registry for consolidation before retiring to the Records Center.)

Temporary. Destroy when superseded or no longer needed for current reference.

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RECORDS CONFIDENTIAL SCHEDULE NO. 5/11/21 : CIA-RDP78-00487A000100130003-6

OFFICE, DIVISION, BRANCH

Career Management Officer for DDS and Senior
Training Officer for DDS

SCHEDULE NO.

SIGNATURE

CONCURRENCE

TITLE

Career Mgt Officer for DDS 19 May 1971

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
15	<p>CAREER DEVELOPMENT FILES</p> <p>Files contain copies of memoranda, biographic sketches, evaluations, career board actions, training requests, personnel files, and other documents relating to the Support Services careerists. Used in career management and personnel admin. Filed by individual's name or subject category.</p> <p>a. Official records of the Support Staff Operational Panel which include the minutes of meetings, correspondence, decisions and other papers which reflect policies and actions taken by the Panel and the Administration Career Service Board. Files are maintained for the Executive Secretary and filed chronologically.</p> <p>b. Soft files maintained on individual Support Service careerists, include documents relating to the individual's employment, his performance on the job, training, fitness reports, travel, and other related papers used in career planning. Filed alphabetically.</p> <p>c. Copies of Manning Tables, Staffing Patterns, TO's, Position Control Registers, Position Descriptions, Competitive Listings to rank employees, Machine listing of positions, personnel,</p>	<p>.6</p> <p>8.0</p> <p>4.0</p>	<p>Permanent. Disposal not authorized. Break files annually, hold for two years or until no longer needed for current reference then transfer to the Registry for ultimate transfer to the Records Center.</p> <p>Temporary. Upon separation of the employee, screen folder and transfer pertinent personnel documents to the Office of Personnel for incorporation in the official personnel folder. Retain remaining portion of file for one year then destroy.</p> <p>Temporary. Destroy when superseded.</p>

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	language rosters, and other personnel management categories. Maintained by subject category.		
	d. Biographic profiles and fitness reports for Support Personnel. Maintained by grade level GS-8 through -16. Three sets of files are retained for the Support Officers for ranking purposes.	3.2	Temporary. Destroy when employee resigns from the Agency or is separated from the "S" career service.
	e. A group of special interest case files and biographic files of other career designees. Maintained for ready reference.	1.5	Temporary. Destroy when no longer of current interest.
16	REGULATION FILES		
	Copies of Agency Regulations, Notices, Handbooks, Public Laws, and Executive Orders of specific interest to the Staff. Maintained for ready reference.	3.0	Temporary. Destroy when superseded or obsolete.
17	TRAINING OFFICER'S FILES		
	Copies of correspondence, statistics, external training facilities, course outlines, and other information on training activities and requirements. Used for evaluating training and in selection of Support personnel for external training. The majority of the files consists of individual folders on external courses and facilities such as, Industrial College, Brookings Institute, Naval War College, Senior Officers Schools, and others. Filed by course or facility.	3.0	Temporary. Destroy when superseded or no longer needed for reference purposes.
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RECORDS CENTER RELEASED 2005/11/21 : CIA-RDP78-00487A000100130003-6

SCHEDULE NO.

SIGNATURE

TITLE

DATE

Acting Chief, DD/S Plans Staff 7 July 1971

OFFICE, DIVISION, BRANCH

DDS/Plans Staff

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
18	<p>PLANS AND PROGRAMS FILES</p> <p>This Staff is responsible for matters of planning, programming, and budgeting and related activities for The Support Directorate.</p> <p>Files consist of correspondence and documentation of the administrative planning and programming of manpower utilization and expenditures in the DDS. Specific areas of interest are Appropriations, Briefings, Planning Papers, Submissions to Agency Program Call, etc.</p> <p>a. Program Planning. Studies requested by BOB or Planning papers initiated by the Staff</p> <p>b. Office submissions to the Planning papers, O/PPB program call, briefings on program management.</p> <p>c. OPRED, BALPA, and similar programs for which the Staff is accountable.</p> <p>d. Personnel Planning. Staffing complements, Personnel ceilings, manpower requirements, and monthly strength reports.</p> <p>e. Miscellaneous papers relating to DDS supergrades.</p> <p>f. Support material, background papers, and working files.</p>	<p>.4</p> <p>.5</p> <p>1.2</p> <p>.4</p> <p>.1</p> <p>2.0</p>	<p>Permanent. Transfer to the Registry when no longer of current interest; hold for one year then transfer to the Records Center.</p> <p>Permanent. Transfer to the Registry when no longer of current interest; hold for one year then transfer to the Records Center.</p> <p>Permanent. Screen transitory material and destroy; transfer pertinent program material to the Registry; hold one year then retire to Records Center.</p> <p>Temporary. Destroy when no longer of current interest.</p> <p>Temporary. Retain for one year then destroy.</p> <p>Temporary. Destroy when no longer of current interest.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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19	<p>BUDGET FILES</p> <p>These documents reflect the preparation and submission of budget estimates, Congressional budget hearings, project funding, materials and operating budgets for all DDS components.</p> <p>a. Budget estimates prepared by DDS Plans Staff (Record copy retained by PPB.)</p> <p>b. Budget Hearings and changes.</p> <p>c. Copies of office budget submissions, budget allotment files, reviews, etc.</p> <p>d. Background papers concerning cost reduction program, ceiling, overtime, etc., related to budget preparation.</p> <p>e. Machine runs on T/O's, FAN reports, salary tables, contract ceilings.</p>	<p>1.3</p> <p>.4</p> <p>.4</p> <p>.5</p> <p>1.3</p>	<p>Permanent. Transfer to the Registry at end of each fiscal year; retain for 3 fiscal years then transfer to the Records Center.</p> <p>Permanent. Transfer with related budget estimates.</p> <p>Temporary. Destroy when no longer of current interest.</p> <p>Temporary. Destroy after one year.</p> <p>Temporary. Destroy when superseded.</p>
20	<p>CHRONO FILES</p> <p>a. Extra copies of all communications originated by members of DDS Plans Staff. Retained for ready reference.</p> <p>b. Information copies of cables</p>	<p>.1</p> <p>1.2</p>	<p>Temporary. Retain for one year then destroy.</p> <p>Temporary. Retain for 3 months then destroy.</p>
21	<p>DOCUMENT CONTROLS</p> <p>These are 3x5 records maintained by the Staff for suspense and control purposes.</p>	<p>.1</p>	<p>Temporary. Retain for one year then destroy.</p>
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RECORDS CONTROL SCHEDULE

SCHEDULE NO.
14-71
100130003-6

OFFICE, DIVISION, BRANCH

SIGNATURE

25X

DDS/Support Operations Staff

TITLE

DATE

6 AUG 1971

C/SOS/DAS

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

22

STAFF SUBJECT FILES

This Staff is responsible for matters of administration and operations, other than PPB, and other functions not assigned elsewhere. The Staff will be in liaison with all Support Offices and other components of the Agency.

Correspondence, memoranda, studies and related material which accumulate in carrying out the responsibilities and functions of the Staff. Some specific areas of interest are reports on various meetings and committees, preparation of speeches for the DDS, Information Processing Coordination Board, computers and data processing, the Support Bulletin, the Support Historical Program, the Agency's movie program, honor and merit awards, emergency planning, and others.

a. Substantive Material which reflects policy, direction, and responsibility of the DDS on the above matters.

b. Historical Program. Copies of histories and developments from each Support component together with the status of each individual history. Files are maintained by the Coordinator for the Support History.

2.0

Permanent. Transfer to the Registry when action is completed for incorporation in DDS Item 1.

.4

Temporary. Destory when no longer needed for current operations.

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23	c. Speeches prepared for or used by the DDS or members of his staff. Filed by event or topic.	.6	Temporary. Destroy when no longer needed, or when updated.
	d. Agency Movie Program files.	4.0	to be destroyed when no longer of current interest.
	e. Background and reference files.	7.0	Temporary. Screen files and destroy material no longer pertinent.
	SUPPORT BULLETIN		Temporary. Destroy when no longer of current interest.
24	A media for keeping agency personnel informed on administrative, personnel, and support matters. Also includes items on general topics of interest to all personnel. (Responsibility for the publication was transferred in Jan. 1967 to the O/DDS from Regulations Control Staff).	2.0	
	a. One copy of each publication with pertinent background material.		Permanent. Transfer to the Registry for transfer to the Records Center.
	b. Reference, Drafts, and Work Papers.		Temporary. Screen files after Bulletin is published, destroy material no longer needed.
	REGULATIONS		
25	Copies of the agency HQ, Field and CS regulations. Retained for reference.	1.5	Temporary. Destroy when superseded.
	DOCUMENT CONTROL		
	Suspense copies of Document Control Slips Filed numerically and retained for control purposes.	.1	Temporary. Retain for one year then destroy
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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6

SSA

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RECORDS CONTROL RELEASED 2005/11/21

SECRET

SCHEDULE NO.

87A000100130003-6, 02-71

CONCURRENCE

OFFICE, DIVISION, BRANCH

OFFICE OF SPECIAL SUPPORT ASSISTANT/DDS

SIGNATURE

TITLE

SSA-DD/S

DATE

21 July 1971

25X

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

SUBJECT FILES

Correspondence, memos, reports, studies and dispatches which relate to the policies, agreements, planning, and coordination of support activities in the DDP components. Generally, the file contains copies of correspondence that were referred to or through the SSA for approval or concurrence. In most cases, the official file copies are maintained by the originating offices or the offices having primary responsibility for action, such as, Office of Finance or Office of Logistics, where more complete files are maintained.

The Office of the Special Support Assistant to the Deputy Director (Support) was established to assure the Clandestine Services timely support of the quality and quantity required. Although technically a part of the immediate office of the DD/S, the SSA is operationally responsive to the DD/P and the chiefs of the senior components of the Clandestine Services. SSA is, in effect, the point of coordination between the DD/P and the DD/S, and between components of the Clandestine Services in matters of general administrative concern. Senior support personnel in the DD/P Divisions and Staffs are directly responsible to the chiefs of their respective components, but report through the SSA to higher authority when referral is required. The staff functions of SSA are thus concerned largely with the coordination of administrative policy matters with the Clandestine Services, and the operating responsibilities consist primarily of delegations of authority by both the DD/S and the DD/P.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6		
	SUBJECT FILES (continued)	SECRET	
	Files will be maintained by the Registry Unit of the DDS, except files having frequent daily activity will be maintained in close proximity to the staff member charged with the responsibility for the function. Filed by subject or functional category.		
	a. Records which document policy, authorities, or procedural aspects of the SSA function and those which may be deemed to be of historical value.		.5 Permanent. Disposal not authorized. Transfer to the Records Center when no longer needed for current reference.
	b. Correspondence and memos which are referred to the SSA for approval, concurrence or information. Typical subject files relate to but not necessarily limited to, fiscal matters, delegations and authorizations, communications, liaison, security, logistics, housing, travel, weapons, vehicles and others.		5.5 Temporary. Destroy after 2 years. Cut off file at end of each calendar year; retain for two years then destroy.
	c. Correspondence and files relating to administration of Staff personnel, meetings, leave records, staff duty, parking, blood program, fund raising campaigns and other routine administrative matters. Filed by subject title.		1.0 Temporary. Destroy when superseded or no longer needed.
FORM NO. 139a 1 JAN 56	d. Files relating to approving officers, claims, allowances, travel, logistical matters, income tax and procedures, and other files having frequent daily use. Filed by subject according to Agency File Manual.	4.0	Temporary. Retain in current files area until no longer needed for frequent daily reference then transfer to Registry to be incorporated in lb.
	e. Top Secret Files	.1	Dispose in accordance with disposition for papers to which they relate.
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2	<p>REPRESENTATION ALLOWANCES</p> <p>Copies of authorizations for expenditures which are submitted by DDP components for Approval. (O/Finance maintains the record copy for regular allowances). Files contain allowance schedules and, in the Special Representational group, copies of dispatches with stations quarterly report on expenditures. Filed by Station or base within each Divisional breakdown.</p> <p>a. Representation Allowances. (Current)</p> <p>b. Special Representation Allowances. (Funds are monitored by SSA. One copy returned to DDP component; Record copy retained by SSA.)</p> <p>c. Basic folder containing studies covering special allowances, and running record of quarterly expenditures for each year and copies of quarterly reports prepared for Executive Director Comptroller.</p>	<p>SECRET</p> <p>.8</p> <p>1.2</p> <p>.2</p>	<p>Temporary. Retain current authority and one immediately preceding. Destroy as superseded.</p> <p>Permanent. Disposal not authorized at this time. Transfer to Records Center when no longer needed for current reference.</p> <p>Permanent. Retain in current files indefinitely.</p>
3	<p>AUDIT REPORTS</p> <p>Information copies of auditor's reports of findings at DDP Stations and Bases. Audits are performed by the Audit Staff where record copies are maintained. Filed by Division, Staffs or projects.</p> <p>(Current)</p>	<p>SECRET</p> <p>3</p>	<p>Temporary. Retain current copy only. Destroy when latest report received.</p>
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4	BOOK DISPATCHES Record copies of book dispatches on support matters for which the SSA has primary responsibility for preparation, coordination and release. Record of distribution available from DDP Publications Staff. Filed by dispatch number.	.5	Permanent. Disposal not authorized. Set aside one copy of each dispatch in final form. Retain until no longer needed for current reference then transfer to the Records Center.
5	CHRONO FILES Extra copies of all communications originated by members of the Staff. Maintained for reference purposes. Filed chronologically.	.5	Temporary. Destroy after two years. Cut off at end of each calendar year; retain for two years then destroy.
6	REGULATIONS AND ISSUANCES Copies of all Agency Headquarters, [REDACTED] Regulations, Notices and Handbooks, as well as, copies of those of State Department or other agencies which are pertinent to functions performed by the SSA. Maintained for reference purposes.	8.0	Temporary. Destroy when superseded or obsolete.
7	PERSONNEL FOLDERS (SOFT) Maintained for employees in the Office of SSA. Contain copies of personnel actions and other documents relating to personnel activities of the individual.	.2	Temporary. If employee transfers within the Agency, transfer folder to gaining office, if desired, otherwise Destroy.
8	RETURNEE/DEPARTEE REPORTS Weekly reports submitted by DDP components listing TDY or PCS personnel. Reports are reviewed and consolidated into an overall report. Copies are furnished to the DCI and agency components for possible briefing or debriefing purposes.	.2	Temporary. Destroy after 6 months.
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SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p>TDY TRAVEL FORECAST</p> <p>All TDY Travel orders to foreign areas are received, checked against forecasts, consolidated, then routed to DDP for approval. One copy returned to SSA. Filed by Directorates and then chronologically by dates.</p>	3.5	Temporary. Destroy after two years. Break file at end of each year, retain for one year then destroy.
10	<p>EMERGENCY RELOCATION FILES</p> <p>Copies of the roster, additions and deletions in emergency force for DDP area, memos, and procedures. Retained for ready reference.</p>	.2	Temporary. Destroy when roster is superseded.
11	<p>REST AND RECUPERATION PROGRAM</p> <p>Files which accumulate in setting up Rest and Recuperation posts, reviews of the program, and in the assistance or approval of phases of the program that are delegated to the SSA.</p> <p>a. Basic material relating to the initiation of the Rest and Recuperation Program and memos which relate to the establishment or closing of a Rest and Recuperation point.</p> <p>b. Material accumulating through monthly reviews of post differentials and the annual review of the program. Filed by Area Division.</p>	.2 .1	<p>Permanent. Disposal not authorized. Retain in current files until no longer needed for current reference. Retire to the Records Center with Item 1a.</p> <p>Temporary. Incorporate with 1b when no longer of current or daily interest.</p>
12	<p>WORKING FILES</p> <p>These files are maintained by employees to facilitate daily work operations. They include duty rosters,</p>	3	Temporary. Destroy as superseded or when no longer needed for current operations.

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SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12	<p>WORKING FILES (Continued)</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130003-6</p> <p>telephone listings, copies of dispatches, "Black Books," drafts of proposals or issuances, information copies of memos and cables, preliminary reports and other papers held for reference purposes.</p>	SECRET	A000100130003-6
13	<p>HOUSING REPRESENTATIONS</p> <p>Reports on C.O.S. Representation quarters that have been approved by the DDP. Retained for reporting and reference purposes.</p>		.2 Temporary. Retain for one year then destroy.
14	<p>CONTROL FILES</p> <p>These are 3x5 control slips filed by subject/source and numerically.</p> <p>a. Subject/Source</p> <p>b. Numerical file</p>		<p>Permanent.</p> <p>.3</p> <p>.1 Temporary. Destroy after two years.</p>

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10 December 1973

The former Schedule 14.05-73 for DDM&S, Support Services Staff, Support Directorate Records Branch has been transferred to the Schedule of Information Systems Analysis Staff and has been renumbered to 30.05-73.



Records Administration Branch

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